



# Mayor & Council of Berlin

10 William Street  
Berlin, MD 21811  
410-641-2770  
www.berlinmd.gov



## OUTDOOR MOVIE NIGHTS REQUEST FOR PROPOSALS

Proposals will be received by the Mayor and Council of Berlin, Maryland at Town Hall, 10 William Street, Berlin, Maryland 21811 until Wednesday, February 10, 2016 at 5:00 PM, for the service of providing Outdoor Movie Nights in the Town of Berlin during the summer months of 2016.

The full Request for Proposals is available on the Town website at <http://berlinmd.gov/maryland-government/request-for-proposals/> or by contacting Mary Bohlen, Town of Berlin, 10 William Street, Berlin, MD 21811. Phone: 410-641-4314. E-mail: [mbohlen@berlinmd.gov](mailto:mbohlen@berlinmd.gov). EOE

### PROJECT SUMMARY:

The Town of Berlin seeks to provide outdoor movie nights on six occasions between Saturday, June 18, 2016 and Saturday, August 27, 2016, with one (1) allowance for a "rain date" at no additional charge. The venues for the Movie Nights will be outdoors at Stephen Decatur Park, Dr. William Henry Park, and Jefferson Street; events will rotate among the venues with one venue used per date. Attendees will be encouraged to bring their own seating.

### ADDITIONAL INFORMATION:

1. Bidders shall provide an original and 2 copies of the requested bid documents.
2. Page 3 of this document titled "PRICE PROPOSAL" must be submitted.
3. Additionally, submitters may provide a proposal or quotation on their own standard form. The dollar amount on the "PRICE PROPOSAL" and the submitter quotation form must match.
4. Bidders shall provide contact information for a minimum of three (3) references.
5. Bid must be signed by the authorized representative of the bidder.
6. Successful vendor shall be appropriately insured; proof of such shall be provided with the proposal.
7. Identification of subcontractor (if applicable) for any portion of the project shall be provided upon award of contract. Subcontractor will be subject to the same insurance, licensing and bonding requirements, as applicable, as the successful bidder.
8. Bidders will provide information regarding the provision of the movie(s) to be shown; including information regarding which party of the contract has responsibility for obtaining a copy of the movie, licensing and any other relevant information.
9. The successful bidder's standard contract must be submitted as part of the bid submission. Individual items of that contract may be subject to negotiation for terms agreeable to both parties.
10. All sections of all documents contained within the Request are applicable to the Request and should be considered in the preparation of proposals.

11. Any submitted proposal may be withdrawn up to the deadline for submission to the Town of Berlin, or authorized postponement thereof. Any proposal received after the time and date specified shall not be considered.

**SCOPE OF WORK:**

Provide necessary service for the showing of movies in an outdoor setting(s), open to the public on the dates and per the requirements indicated on the "PRICE PROPOSAL" and elsewhere in this document.

Award of contract is expected to occur within 45 calendar days of the bid opening.

Questions regarding the bid requirements must be submitted in writing (email is acceptable), to the contact person listed below no later than Thursday, February 4, 2016 at 4:30 PM. One document will be prepared addressing questions and will be posted to the Request for Proposal on the Town of Berlin website on or before 5:00 PM on Friday, February 5, 2016. Information requested from or provided by any other individual will not be binding on the terms of the Request.

Potential bidders are encouraged to refer to the document "General Information on Submitting Proposals, Quotes, or Bids" attached.

**ADDITIONAL INFORMATION RELEVANT TO PERFORMANCE OF WORK:**

1. Services will be required on six dates at three different locations (two dates per location).
2. It is the responsibility of the bidder to ascertain the specific needs for a successful showing at each location; site visits are encouraged and may be done independently or scheduled with the Point of Contact.
3. Successful bidder will provide all equipment necessary for the performance of the service.
4. Electricity will be available at all locations; it is the responsibility of the successful bidder to provide power cords of sufficient length to reach the electric service and to provide appropriate safety equipment such as (but not limited to) power cord covers to prevent trip hazards.
5. Anticipated attendance is 100-400 people.
6. No seating or other amenities will need to be provided by the successful bidder.

**DEADLINE AND INSTRUCTION FOR SUBMISSION OF BIDS:**

1. Bids must be received by the deadline of 5:00 PM on Wednesday, February 10, 2016 at Town of Berlin, 10 William Street, Berlin, Maryland 21811 to be considered; bids received after that time will not be considered.
2. An original and two (2) copies must be provided in a sealed envelope, clearly marked "Outdoor Movies" by the deadline indicated above.

Primary Point of Contact for this project: Mary Bohlen, Deputy Town Administrator, 410-641-4314 or [mbohlen@berlinmd.gov](mailto:mbohlen@berlinmd.gov).

**OUTDOOR MOVIE NIGHTS  
PRICE PROPOSAL**

TO THE TOWN OF BERLIN: The undersigned agrees to furnish all labor, material, supervision and equipment necessary as specified in this Request for Proposal to the Town of Berlin in accordance with the Specifications as listed below and other documents herein and at the following price(s):

<b>Specifications</b>
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Dates and Locations of Movie Showings (all movies are to start at sunset):

1. Saturday, June 18, 2016; Jefferson Street
2. Saturday, July 2, 2016; Stephen Decatur Park
3. Saturday, July 16, 2016; Dr. William Henry Park
4. Saturday, July 30, 2016; Stephen Decatur Park
5. Saturday, August 14; Dr. William Henry Park
6. Saturday, August 27; Jefferson Street
7. One alternate date to substitute for one of the dates listed above in case of cancellation due to weather or other unforeseen circumstance. Said date to be determined upon cancellation. Movie(s) will be shown on a maximum of six occasions.

Anticipated # of attendees: 100-400

Price per Movie Night \$ \_\_\_\_\_ X 6 = LUMP SUM BID \$ \_\_\_\_\_

NAME OF COMPANY: \_\_\_\_\_ DATE: \_\_\_\_\_

NAME OF AUTHORIZED REPRESENTATIVE: \_\_\_\_\_

By my signature below, I agree to the terms and conditions as outlined in this Request for Proposals and to the prices as indicated.

AUTHORIZED SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_